Volunteer Income Tax Assistance Grant Program
Frequently Asked Questions

Category: Application Process

Updated 01/01/2010

1. ***Are the templates considered part of the 35-page narrative or are the templates considered attachments and not counted as part of the 35 page limit?***

   The templates are not a part of the 35-page limitation.

2. ***Is there a template for the Standard Form 424? The one online does not allow you to type information into the form.***

   The Form SF 424 must be saved to your computer before entering data. The forms and templates cannot be saved on irs.gov or grants.gov Web sites.

3. ***In preparing a budget for the VITA Grant, are we allowed to charge indirect costs, and/ or include indirect cost as match?***

   Yes, indirect cost may be charged to the grant. It can be charged as an expense (federal funds) or as match. The SF 424A and budget explanation provide a line item for recording this information. A copy of the federally approved indirect cost rate agreement must be provided.

Updated 07/01/2009

4. ***Will the applicant be required to calculate the information required in the SF 424A?***

   Yes. However, sub-total and total formulas are included in the VITA Grant 2010 – Excel Workbook Template if you choose to use it.

5. ***Are organizations able to use AARP and TCE site production count in their program plan?***

   No. The results of AARP or TCE sites may only be claimed by the AARP or TCE sponsoring organizations if they elect to apply for the grant. Sites covered by a sponsoring organization may not be counted on both a TCE and VITA grant – it is either one or the other but not both.

6. ***What are program measures?***

   It is one of the criteria in the Technical Evaluation. The program plan narrative should address the process you use to measure the success of your VITA program. It should identify your program goals and how you will determine whether the results are achieved.

7. ***What is the page limit for the Program Plan Narrative?***

   The Program Plan Narrative is limited to 35 pages double spaced, Arial font 12. The page limitation does not include attachments. Refer to page 12 in Publication 4671.

8. What percentage can be spent on administrative expenses?

There is no limit on the administrative expenses, although all expenses should be for VITA only.

9. When should the lobbying form be completed?

The SF LLL lobbying form is only required if the applicant must disclose lobbying activities pursuant to 31 U.S.C. 1352.

Updated 06/01/2009

10. ***How do you apply for a VITA Grant?***

Applications must be submitted by mail to the IRS Grant Program Office. Applications submitted by mail must include the original signed paper documents and a compact disc of the entire application package. The mailing address is:

Internal Revenue Service
Grant Program Office
401 West Peachtree Street, NW
Stop 420-D
Atlanta, GA 30308

11. ***What is the timeline for accepting grant applications and for partner notification reports?***

Application Period	6/01/2009-7/17/2009
Review and Ranking of Applications	7/17/2009-10/30/2009
Notification to Recipients	10/30/2009
Funds Available for Use	12/01/2009
Mid-Year Report Due from Grantee to IRS	4/30/2010
Annual Report Due from Grantee to IRS	9/30/2010

12. ***Will all applications be considered?***

Yes. As long as they meet the following conditions:

a) Must be received in the IRS Grant Program Office by July 17, 2009, and
b) The application is complete and related forms are appropriately signed.

Only applications with all required information will be reviewed for eligibility. Applications not meeting the eligibility requirements, not received by the deadline date, or are incomplete will not be evaluated on their merit. Applicants will be notified once a determination is made on the completeness of their applications.

13. ***What period does the VITA grant cover?***

The grant project period begins July 1, 2009, and ends June 30, 2010. It is a full year grant period.

For more information, please contact the grant office at: Grant.Program.Office@irs.gov

14. *What is the timeline for submitting an application?*

The timeline is June1, 2009 – July 17, 2009. This information can also be found in the Publication 4671 on page 2.

15. *How do you obtain a Data Universal Numbering System number?*

The instructions for obtaining a DUNS number are provided in Publication 4671, page 7.

16. *Will you return incomplete applications?*

No. Applications will not be returned. Some items if missing or incomplete will result in the immediate rejection of the entire application. No applicant will be given the opportunity to provide a missing SF-424, EIN, or DUNS number after the application deadline.

Any application missing a SF-424, EIN, or DUNS number will immediately be rejected.

The Grant Program Office will allow two business days if the following information is missing or incomplete:

- IRS documentation of the applicants non-profit status
- Matching Fund Commitment Letters
- Missing Signatures

You will be notified once a determination is made on the completeness of your application. Please refer to Publication 4671, page 35 for more information.

17. *What is the funding number of the VITA grant?*

The funding number for the VITA grant is VITA-2010.

18. *When applying on behalf of a coalition, should the application focus only on the lead agency or should it include information on all member agencies of the coalition?*

The Grant Program Office has received numerous inquiries concerning participation of partners with the coalition in requesting a VITA Grant. Who will and will not participate in the application is a decision for the applicant and the organizations they represent.

Coalitions submitting an application for the VITA Grant should not include in their proposed program plan those partners who do not wish to participate in the VITA Grant. The proposed program plan informs IRS about what is planned with the grant monies provided such as the organizations participating, the sites they plan to operate, the number of returns they anticipate preparing and e-filing, and the volunteers they anticipate recruiting. Please refer to Publication 4671, page 15 paragraph D for further information.

IRS will look closely at the applicant plans to ensure monies are not awarded twice to support the same activities, whether for the VITA grant or the Tax Counseling for the Elderly grant. Clear separation of the results obtained from these grants is required in order to justify the continued support from Congress.

Updated 07/31/2008

19. ***Will a letter of support from my local SPEC territory office be of value when I submit the application?***

No. It is not necessary to obtain a letter of support. Our internal systems already capture information about partners, their sites, and their activities.

20. ***What is the CCR Number? How do I obtain a CCR Number?***

The Central Contractor Registration is the primary registrant database of contracts and assistance awards for the federal government. All applicants must register with CCR to be eligible for contracts or awards. CCR facilitates paperless payments through electronic funds transfer. The one-time registration provides basic information relevant to procurement and financial transactions. CCR registration must be renewed once per year to maintain an active status. Registration with CCR does not guarantee a contract or assistance award. Registration requires a Data Universal Numbering System (DUNS) number. A Trading Partner Identification Number is confirmation of CCR registration.

Grants.gov applicants must register with CCR in order to complete the application process. Applicants submitting paper applications will need to register in the event an award is received. It is required for the Payment Management System used to request and disburse funds. The complete CCR registration is located at www.ccr.gov.

21. ***Is the EFIN or SIDN required for a proposed site included in the application?***

No. The EFIN and SIDN can be requested subsequent to the application submission for proposed sites.

22. ***Sites could be included on more than one application. Is there a process in place to ensure that different applicants don't claim the same sites?***

Yes. The Grant Program Office will check this through the EFINs and SIDNs provided to identify any situation where sites are claimed by more than one applicant. The Grant Program Office will contact the applicants and ask for a revision. Failure to provide a revision will result in non-consideration of the attributable sites.

23. ***If a lead organization is applying for funding on behalf of a coalition, must all coalition members also submit the certifications as part of the grant application or is the lead organization only required to submit the certifications?***

No. The coalition partners are not required to complete the certification enclosed in the application package. Only the applicant is required to complete the certifications and submit with the application. The applicant will be required to ensure that the certification requirements are adhered to in the course of administering the grant program, if awarded.